

Title	Conduct a training needs analysis for adults in an organisation		
Level	6	Credits	20

Purpose	People credited with this unit standard are able to: plan a training needs analysis for adults in an organisation; conduct the training needs analysis for the organisation; develop and present training options for the organisation; and evaluate the training needs analysis process.
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Classification	Adult Education and Training > Design and Development of Adult Education and Training
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Available grade	Achieved
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Guidance Information

1 Definitions

A *brief* refers to an outline of a specified organisation's skill and/or knowledge requirements and includes the allowed budget.

Organisation refers to an entire organisation or a business unit within the organisation.

Organisational requirements refer to the policies, procedures, and reporting requirements of the provider and/or client organisation.

Stakeholder refers to the learner, the management and staff of the organisation, funding agencies.

2 Range

Evidence of a training needs analysis for one organisation that incorporates at least two distinct job categories is required.

3 Recommendations of training requirements for an organisation must comply with the Health and Safety at Work Act 2015, and meet organisational requirements.

4 Recommended prior skills and knowledge for this standard are covered in Unit 7105, *Conduct a training needs analysis for an adult group*.

Outcomes and performance criteria

Outcome 1

Plan a training needs analysis for adults in an organisation.

Performance criteria

- 1.1 The scope of the training needs analysis is determined for a specified organisation and brief.
- Range the scope includes – long-term strategic plans, organisational training strategies, organisational size, budget constraints, division of job competencies, organisational resources, workplace and training environment.
- 1.2 Data collection methods are selected and justified in terms of their suitability for the specified organisation and brief.
- Range methods may include but are not limited to – interview (face-to-face, telephone), focus groups, surveys, observations, appraisal, facilitation.
evidence of at least three data collection methods is required.
- 1.3 Qualitative and quantitative measures that will ensure validity, reliability, and sufficiency are included in the data collection methods.
- 1.4 Timeframes, organisational details, and intended usage of data are included in the plan.

Outcome 2

Conduct the training needs analysis for the organisation.

Performance criteria

- 2.1 Data is collected and processed in accordance with the plan.
- 2.2 Data is analysed to enable accurate determination of the training needs of the organisation in accordance with organisational requirements.
- 2.3 Conclusions are drawn from the analysis and supported by the findings and proposals for prioritisation and resourcing are made accordingly.

Outcome 3

Develop and present training options for the organisation.

Performance criteria

- 3.1 The organisation's strategic goals, direction, training budget, and resources are reflected in the training options presented.

3.2 Training options are proposed in a plan that addresses resource and capability implications, specifies solutions, and meets organisational requirements.

Range training options may include but are not limited to – in-house solutions, out-sourced solutions, specification of further research required.

3.3 Training options and recommendations, including measurable outcomes to address identified needs, are documented and presented in accordance with organisational requirements.

Outcome 4

Evaluate the training needs analysis process.

Performance criteria

4.1 Stakeholder feedback and self-review of the training needs analysis process are analysed and recorded in accordance with organisational requirements and used to determine possible refinements for future application.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 May 1996	31 December 2015
Review	2	25 May 2004	31 December 2015
Review	3	18 June 2010	31 December 2019
Rollover and Revision	4	20 March 2014	31 December 2019
Review	5	28 September 2017	31 December 2025
Rollover	6	27 October 2022	31 December 2025
Review	7	27 April 2023	31 December 2025

Consent and Moderation Requirements (CMR) reference	0045
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.